



## ***Administrative Procedure***

**PRC-CHRT-WKM-40168**

# **Technical Response Teams**

**Revision 0, Change 2**

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**Project: CH2M HILL Plateau Remediation Company**  
**Topic: Work Management**

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<h1><b>Administrative Use</b></h1>
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**Technical Response Teams****Published Date: 5/18/09****Effective Date: 5/18/09****CHANGE SUMMARY****AJHA:** N/A**Periodic Review Due Date:** 04/24/2014**HRB Date:** N/A**Validation Date:** N/A**Rev. 0, Chg. 2 PR#:** PRC-09-0481**USQ Screen Number:**

USQt: Exempt

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**Description of Change**

Changed section 3.2, step 1 to remove wording requiring the pre-job briefing discussions to be documented.

5/17/09 - Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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### 1.0 INTRODUCTION

The Technical Response Teams (TRTs) at the Projects will assist field work crews in resolving issues or problems that arise during work execution that cannot be resolved in a timely manner using available resources.

#### 1.1 Purpose

This procedure delineates the requirements for the TRTs. The TRT will have the necessary technical resources available to respond quickly and assist the work crews to:

- Ensure safe and compliant work execution
- Reduce downtime
- Provide real-time feedback to field operations
- Assist with on-the-floor decisions regarding work control issues.

#### 1.2 Scope

The TRT will provide timely assistance to supervisors and foremen in determining a course of action when an unanticipated work condition arises. The TRT will assist with facilitating safe work but will not relieve the supervisor of the responsibility for safe work execution.

A project TRT typically consists of, but is not limited to, the following disciplines and members:

- TRT lead and alternate or designee
- Engineering
- Environmental
- Field Engineering
- Maintenance
- Operations
- Radiological Control
- Occupational Safety and Industrial Hygiene

Additional personnel may be included when determined necessary by the TRT lead.

#### 1.3 Applicability

This procedure applies to all personnel performing work within the project area of responsibility.

#### 1.4 Implementation

This procedure replaces PRC-MD-004 and is effective upon publication.

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### 2.0 RESPONSIBILITIES

1. The Project Manager assigns TRT leads, and ensures a method is in place to distribute the on-call list to applicable project personnel.
2. The TRT lead, or designee, has the authority to determine what disciplines are necessary in the TRT, including off-shifts and weekends during work execution.
3. The TRT will be available when work is being performed.
4. Members of the TRT should carry a cell phone/pager (as appropriate), so personnel needing assistance can easily contact them.

### 3.0 PROCESS

#### 3.1 Set up the TRT

Actionee	Step	Action
Project Management	1.	Assign TRT lead responsibilities within the project. Ensure a method exists to assign alternates, rotate among project personnel if appropriate, and distribute on-call lists as appropriate.

#### 3.2 Activate the TRT

Actionee	Step	Action
Project Management/ FWS/BTR	1.	Remind the work crews of the process to activate the TRT.
Project Manager/ FWS	2.	Contact the TRT lead or alternate if an issue or problem in work execution is identified that cannot be resolved in a timely manner with existing resources.
TRT Lead or Alternate	3.	Identify the appropriate expertise necessary to resolve the work execution issue(s).
	4.	In a timely manner (normally immediately), convene a meeting at the job site with the appropriate TRT members and project personnel to determine resolution of the work execution issue(s).
	5.	Follow through with issue resolution until the project activity is resumed.
FWS	6.	When guidance is provided by the TRT, specific details should be documented in the Work Package Status Log, Work Document Change, or other appropriate documentation. Normal work management processes per PRC-PRO-WKM-12115 shall be used to change the work instructions, if required.

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**4.0 FORMS**

No forms are generated in this procedure.

**5.0 RECORD IDENTIFICATION**

All records are generated during this procedure are part of established processes and will be maintained as stated in the respective parent procedure in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

**6.0 SOURCES**

**6.1 Requirements**

None

**6.2 References**

PRC-MD-004, *Technical Response Teams*  
PRC-PRO-IRM-10588, *Records Management Processes*  
PRC-PRO-WKM-12115, *PRC Work Management*

**7.0 APPENDIXES**

None